

Agenda

Audit and Governance Committee

Date: **Tuesday 23 July 2024**

Time: **2.00 pm**

Place: **Conference Room 1, Herefordshire Council Offices,
Plough Lane, Hereford, HR4 0LE**

Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

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If you would like help to understand this document, or would like it in another format, please call Jen Preece, Democratic Services Officer on 01432 261699 or e-mail jennypreece@herefordshire.gov.uk in advance of the meeting.

Agenda for the meeting of the Audit and Governance Committee

Membership

Chairperson **Councillor David Hitchiner**

Vice-chairperson **Councillor Mark Woodall**

Councillor Chris Bartrum

Councillor Frank Cornthwaite

Councillor Peter Hamblin

Councillor Robert Highfield

Councillor Aubrey Oliver

Agenda

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| 1. | <p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p> | |
| 2. | <p>NAMED SUBSTITUTES (IF ANY)</p> <p>To receive details of any councillor nominated to attend the meeting in place of a member of the committee.</p> | |
| 3. | <p>DECLARATIONS OF INTEREST</p> <p>To receive declarations of interest in respect of items on the agenda.</p> | |
| 4. | <p>MINUTES</p> <p>To approve and sign the minutes of the meeting held on 11 June 2024.</p> | 11 - 20 |
| <p>HOW TO SUBMIT QUESTIONS</p> <p>Deadline for receipt of questions is 5pm on Wednesday 17 July 2024.</p> <p>Questions must be submitted to councillorservices@herefordshire.gov.uk.</p> <p>Questions sent to any other address may not be accepted.</p> <p>Accepted questions and the response to them will be published as a supplement to the agenda papers prior to the meeting. Further information and guidance is available at www.herefordshire.gov.uk/getinvolved</p> | | |
| 5. | <p>QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>To receive any questions from members of the public.</p> | |
| 6. | <p>QUESTIONS FROM COUNCILLORS</p> <p>To receive any questions from councillors.</p> | |
| 7. | <p>CODE OF CONDUCT FOR COUNCILLORS - 2023/24</p> <p>To assure the committee that high standards of conduct continue to be promoted and maintained. To provide an overview of how the arrangements for dealing with complaints are working together.</p> | 21 - 64 |
| 8. | <p>2023/24 FINANCIAL STATEMENT AUDIT PROGRESS</p> <p>To report progress on the external audit of the council's 2023/24 financial statements.</p> | 65 - 88 |
| 9. | <p>INTERNAL AUDIT UPDATE REPORT QUARTER 1 2024/25</p> <p>To update members on the progress of internal audit work and to bring to their attention any key internal control issues arising from work recently completed.</p> <p>To assure the committee that action is being taken on risk related issues identified by internal audit. This is monitored through acceptance of agreed</p> | 89 - 102 |

management actions and progress updates in implementing the action plans. In addition, occasions where audit actions not accepted by management are documented if it is considered that the course of action proposed by management presents a risk in terms of the effectiveness of or compliance with the council's control environment.

10. UPDATE ON THE RECRUITMENT OF AN INDEPENDENT PERSON ON THE AUDIT AND GOVERNANCE COMMITTEE

A verbal update and discussion on the recruitment of an Independent Person on the Audit and Governance Committee.

11. WORK PROGRAMME

To consider the work programme for the committee.

12. DATE OF NEXT MEETING

Tuesday, 24 September 2024 2pm.

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